

TASKEEN HEALTH INITIATIVE

TRAVEL POLICY

Prepared By:
Ravisha Ramani



Date: 8th June, 2022

Reviewed by:
Syed Kareem



Date: 8th June, 2022

Approved by:
COO/CEO



Date: 8th June, 2022

PURPOSE

The purpose of travel policy is to ensure that the travel expense of the organization is controlled by establishing certain standards and helps in cost management.

TRAVEL POLICY

The objective of having a clearly laid down travel policy is to minimize the program expenditure incurred on travel and to have an effective system in place so as to prevent misuse of funds and official transport and also it saves time of employees as processes and procedures are clearly mentioned so an employee's time is not wasted in making arrangements.

INTER-CITY

- Prior approval of Manager HR or CEO/COO should be obtained for all travel/tour schedules through email before the commencement of the tour.
- Travel plans should be shared at least 1 week before commencement of travel.
- After approval HR manager will connect employee with the approved vendor to book tickets. Employee must coordinate with agency for ticket, hotel booking and intracity travel if needed.
- HR will inform employee regarding cost limits of each travel item.
- Air travel should be on economy class only.
- The most economical transportation option must be used for intracity travel and receipts must be kept.
- In case of any cancellation done to the already planned business trip, the employee must inform HR who in turn will check from the agency as soon as possible.
- All travel expense claims should be made through a memo and addressed to Finance Department and shall be supported by original receipts. Used tickets and boarding card stubs should be handed over to Administration Department within five working days of returning to the office.
- Account should be settled within five working days of returning to the office. In case the accounts are not settled within the stipulated time then the advance will be settled against the salary of the employee for that month.

INTRA-CITY

- **Car on rent:** the car on rent must be taken from the organization approved vendor. In case the vendor car is not available, the most economical vendor should be chosen. An employee will send an email to the HR for transportation then HR will provide detail of booked vendor to the employee i.e. contact number then employee will coordinate with vendor and arrange transportation by themselves.
- **Use of personal car:** the employee can use the personal car for official travel in case it is more economical than other means of transportation. The amount spent by the employee can be reimbursed on actual. However, before the start of travel, approval needs to be taken from immediate reporting manager and keep HR in CC.
- **Use of Taxi:** use of taxi shall be done only in case no other means of transport is available and the amount spent by an employee will be reimbursed on actual with submission of original receipt to the Admin. However, before start of travel, approval needs to be taken from immediate reporting manager and keep HR in CC.